

KENTUCKY DEPARTMENT OF REVENUE

VENDOR GATEWAY REGISTRATION OVERVIEW

GATEWAY ADMINISTRATION & CONTACT INFORMATION

The Gateway is a service created and maintained by KYDOR. The purpose of the Gateway is to increase the ease and efficiency of compliance with Kentucky's tax filing requirements. While electronic return information is submitted to the Gateway for processing, all issues surrounding compliance, including return timeliness and payments, are handled by the respective taxing areas within KYDOR. Please visit <https://revenue.ky.gov> for specific contact information.

Questions regarding this guide, registration and use of the Gateway, the status of submissions, errors, or other technical questions regarding the Gateway may be directed to:

Primary Contact:

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ARE YOU ELIGIBLE TO USE THE GATEWAY?

Return data is submitted to KYDOR in XML format with SOAP wrapper. Vendors will transmit and retrieve information from KYDOR through web services. *Vendors are responsible for the development of software capable of transmitting to KYDOR.* KYDOR will provide information to assist approved Vendors in the development process, however, no completed software is provided.

TRANSMISSION STEPS

- XML transmission, containing individual submissions (return data) is transmitted to KYDOR.
- KYDOR provides initial acceptance / rejection acknowledgement of the transmission.
- Vendor waits 48 hours to retrieve acknowledgements regarding submissions from KYDOR.

- Vendor provides an acknowledgement to KYDOR that the status of a particular submission is accepted.

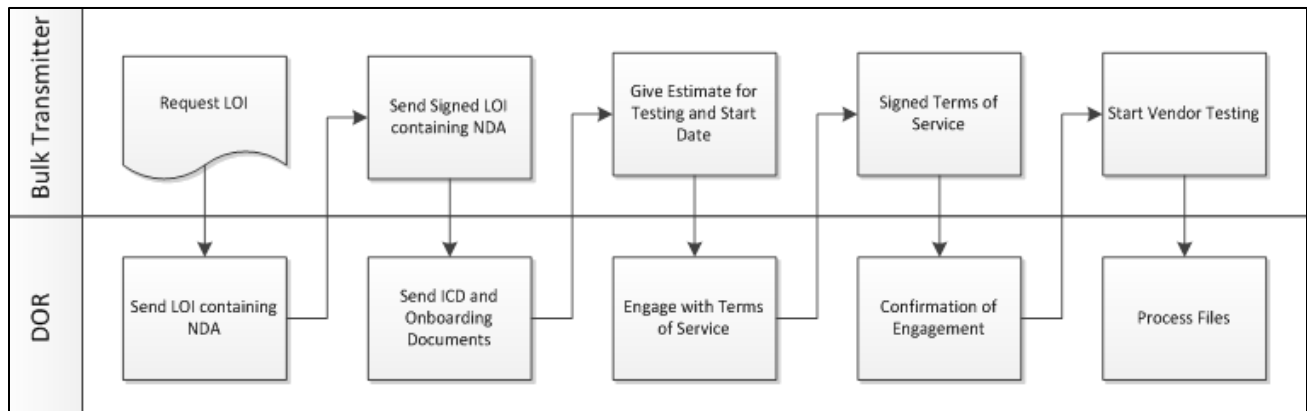
If your agency transmits return data on behalf of multiple clients, and is capable of developing and maintaining software for the purposes of transmitting this data electronically to KYDOR, then you are eligible to apply.

REGISTRATION INSTRUCTIONS

LIAISON CONTACT

Vendors wishing begin the initial registration process will contact the Gateway Liaison, and request a Letter of Intent (LOI). From there, the process will flow as depicted in Figure 1.

Figure 1 - Vendor Gateway Onboarding Process



Once the confirmation of engagement is established, the Vendor must exchange communication credentials with KYDOR as described within the Interface Communications Document (ICD) and receive an assigned Software ID.

SIMS & GATEWAY PORTAL REGISTRATION

The Gateway Liaison will walk you through the SIMS and Gateway Portal components of the registration process. In these steps, you will acquire two new authentication pieces: your username and password, and your Transmitter ID. Your Transmitter ID will need to be approved by the Gateway Liaison, so it is critical that once your Transmitter ID is generated, that you contact the Liaison with your approval request.

Once you have completed the steps shown in Figure 1 up to Confirmation of Engagement, have acquired your Software ID, approved Transmitter ID, username and password, you are finished with the registration process.